

**Town of Randolph
Public Health Department**

Food Plan Review Application

Name of Establishment: _____

Address of Establishment: _____

Contact Name: _____

Phone: _____

Email: _____

105 CMR 590.011 requires the Board of Health to deny or grant approval of food establishment plans within thirty (30) days upon submission of said plans. This thirty-day (30) time period begins when a complete application is accepted by the Town of Randolph Public Health Department. No demolition, renovation or new equipment installation may be initiated until plans have been approved by the Public Health Department and that all other Town Department requirements have been achieved.

Is this a New Food Permit, (\$100 fee) or a Renovation, Menu Change or Equipment Replacement, (\$50.00)?

Answer: _____

Submit the following information:

- 1.) For a new food permit, provide a brief written general description of your food service operation. For a renovation project, menu change or equipment replacement, provide a brief written description of the changes that will take place to the existing food establishment.
- 2.) For a new food permit, provide a floor plan that details the location of the hand sinks, grease trap, three bay sink, dish machines, prep sink, food storage areas, food prep areas and restrooms. For existing food establishments, provide updated floor plan to reflect the changes being made to the establishment.
- 3.) For the floor plan, match up equipment by numbering the specification sheet so that it indicates where it is located on the floor plan. For example, a specification sheet for a hand sink would be labeled #1 and the #1 is shown on the floor plan.
- 4.) Provide an updated Menu for the plan review process.
- 5.) For a new Food Permit, submit Food Protection Manger Certificates, Allergen Awareness Training Certificates and Choke Saver Training if applicable.
- 6.) Town Department contact statement: I, _____, the food establishment plan review applicant acknowledge that I have obtained all the necessary permits from each department (if applicable). I agree to comply with all requirements of the Town of Randolph for the Fire Department, Building Department, Zoning Department and Police Department.
- 7.) New Establishments will be required to attend a Board of Health meeting. Meetings are typically the last Wednesday evening of each month. New Establishments are also required to pass a pre-operational health inspection prior to operating.
- 8.) Food Establishment Permits are renewed annually and they expire on December 31st of each year.

FOR BOARD OF HEALTH USE ONLY

Date Rec'd.	Date Inspected	Approved by	Permit #
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